

COURT PERSONNEL SUPERVISOR

DEFINITION

Under general supervision, performs a broad range of varied and difficult technical personnel maintenance work in support of a personnel process; supervises employees performing payroll and clerical support functions; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position class works under the direction of the Court Personnel Manager. The incumbent is required to exercise judgment and make sound recommendations based on methods, procedures, techniques and policies. This position is distinguished from the class of Court Personnel Analyst in that this position serves in a supervisory capacity for clerical staff in the personnel unit.

ESSENTIAL FUNCTIONS

1. Explains personnel policies, procedures, and rules to applicants and Court employees.
2. Schedules, coordinates, and proctors on-site and off-site examinations; maintains absolute security over test materials and confidential information.
3. Maintains a personnel database; assists in design or modification of systems, applications and reports; enters applicant information into the computer database.
4. Processes personnel requisitions and issues certification lists; monitors receipt, use and return of certification lists; reviews and makes recommendations on requests for list removal.
5. Processes paperwork for new employees; develops and maintains the personnel records system; conducts orientation for new employees.
6. Coordinates the employee service award program.
7. Serves as the Court's Transportation Coordinator and administers the rideshare incentive program.
8. Plans, organizes, assigns and evaluates the payroll and clerical support staff; participates in selection and discipline; approves leave time and pay cards; trains staff.

9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Completion of fifteen semester units of coursework in business or public administration, human resources management, or closely related field, and 18 months of experience in a human resources office or 18 months of technical experience in an employment services office, which included using computer data bases and word processing or any combination of training and experience that could provide the desired knowledge and abilities. Experience performing payroll functions is highly desirable.

Knowledge of

Principles and procedures of personnel administration; personnel requisition and certification procedures; personnel records systems; word processing and spreadsheet software.

Ability to

Evaluate applicants' qualifications; explain personnel policies, procedures and rules; proctor examinations; maintain security of test materials and confidential information; maintain a personnel database; process personnel requisitions; issue certification lists; develop and maintain a personnel records system; supervise the work of employees; establish and maintain effective working relationships with Court employees.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 2/01

Revised 8/01

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